
**Erie Canal Harbor Development Corporation "ECHDC" Facilities Management Services
Request for Proposals Checklist**

I _____, a principal of the firm _____ certify that the following information has been submitted as part of the response to this Request for Proposals.

☐

Submitted all required information with respect to the Proposal, including but not limited to information specifically outlined in Proposal Requirements

☐

Submitted Proposals using proper format as indicated under the submission section of the RFP. A folder must be uploaded to the Dropbox with all required forms and proposal included. (Company X – Facility Mgt – Date uploaded)

☐

Completed and submitted State Finance Law Sections 139-j and 139-k forms (Section IX)

☐

Completed and submitted ST-220-CA Form or affidavit (Section IX)

☐

Copy of VendRep receipt (Section IX)

☐

Completed and submitted Iran Divestment Act Statement (Section IX)

☐

Completed and submitted Use of NYS Business Form (Section IX)

☐

Certify you are in compliance with EO-177 and EO-16 (Section IX)

☐

Provide proof of Insurance in compliance with Requirements (Section IX)

☐

Include companies W-9 Form (Section IX)

Note: Incomplete responses may not be considered by ECHDC

Signed: _____

Date: _____

Name: _____

E-mail: _____

